

## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Honoring California's Veterans*

**CLASSIFICATION:** Executive Assistant (\$3,288-\$3,996)  
Permanent, Full Time

**LOCATION:** Department of Veterans Affairs  
Farm and Home Division-Administration  
1227 O Street, Sacramento, CA 95814

**WHO SHOULD APPLY:** Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. SROA/SURPLUS PROVISIONS APPLY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board's website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

**DUTIES AND RESPONSIBILITIES:** Under the general direction and supervision of the Deputy Secretary and the Supervising Property Agents, the Executive Assistant will:

- Answer the Farm and Home Administration telephone lines, maintain calendar of appointments and meetings for the Deputy Secretary and Supervising Property Agents. Make travel arrangements and hotel accommodations, and process travel claims.
- Prepare reports, letters/memoranda for Deputy Secretary and or Supervising Property Agents. Provide administrative analytical support by gathering, tabulating and analyzing data, conducting research, and initiating letters. Coordinate meetings with managers and supervisors to obtain the information necessary to complete assignment; coordinate special projects; coordinate information between the department's divisions and operations units. Draft agendas for meetings and conferences. Provide educational materials, procedures and policies to departmental staff.
- Research and respond to requests for information from the public, veterans, legislature, Governor's Office, other state agencies and veterans associations. Initiate responses to correspondence on behalf of the Deputy Secretary and the Supervising Property Agents. Work with department staff to obtain the needed technical information to respond to inquiries.
- Monitor, update and maintain all policies and procedures which relate to Golden Rods, Pinkies, Web Inquiries, Legislative contacts, correspondence and service requests. Maintain a log with all correspondence from Deputy Secretary and Supervising Property Agents.

**HOW TO APPLY:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Division  
1227 "O" Street, Room 404  
Sacramento, CA 95814

**Attn: Juanita Rios, Reference M80# 237 08-09**

**Inquiries:**

Voice: (916) 653-2535  
TDD: (916) 653-1966

**Note:** In line #12 of the State Application, you must clearly reference **M80#237 08-09**, and indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

**FINAL FILE DATE:** April 15, 2009

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO: 831-116-9928-001 RELEASED: 3.30.09